

TAX YEAR
(circle one) Oct 1 – March 31
April 1 – Sept 30

**Department of Consumer and Regulatory Affairs**  
**VACANT PROPERTY REGISTRATION FORM**  
 Enforcement & Compliance Administration  
 1100 4<sup>th</sup> St., SW 5<sup>th</sup> floor  
 Washington DC 20024  
 Tel: (202) 442-4332 Fax: (202) 442-9564 dcra.dc.gov

This box for office use only
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### A. PROPERTY INFORMATION

SQUARE	SUFFIX	LOT
VACANT PROPERTY ADDRESS :		
OWNER NAME :		PHONE
OWNER MAILING ADDRESS :		EMAIL:
AGENT NAME (IF APPLICABLE)		PHONE
AGENT ADDRESS		EMAIL:

### B. VACANT PROPERTY – NO EXEMPTION

Make checks or money orders payable to the DC Treasurer and write *Account Number 22301-6006-3235* on all payments. The returned check fee is the amount of the check plus \$65.

Residential/ Commercial Property – NO EXEMPTION	Registration Fee \$250.00 – check box to the right if payment included
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### C. OCCUPIED PROPERTY

		Yes
1.	Please remove this property from the vacant property list. The property is NOT vacant; it is occupied.  You must complete this form, with supporting attachments.	Documentation for the period when building became occupied including the water bill. In addition, you may include the gas, phone, electric bills; and a Deed.

### D. VACANT PROPERTY EXEMPTIONS

	Exemption Category	Supporting Documents	Yes
2.	The property is under active construction, rehabilitation, renovation, or repair and has valid building permit(s) to make it fit for occupancy. <b>A DCRA inspector will confirm construction site activity.</b>	Copies of building permit and supplemental permits (electrical, mechanical, plumbing, if applicable). Building permit was issued, renewed or extended within 12 months of the required registration date.	
3.	The owner is actively seeking to sell or rent the property. <b>12 months for residential and up to 24 months for commercial.</b>	Listing agreement with realty agent contact information; documents showing ownership (Deed, settlement agreement).	
4.	The property is subject of a probate proceeding or the title is the subject of litigation. <b>Once applied, this exemption is only available for up to 24 months – and does NOT apply to actions related to foreclosure of the right of redemption brought under DC Official Code Title 47 Chapter 13A.</b>	Current Deed showing ownership; copy of Probate Court Certificate/Letter of Assignment showing your authority over property; court documents showing case is active.	
5.	The property is the subject of a pending application for development that requires approval of the Board of Zoning Adjustment, Zoning Commission, Commission on Fine Arts, Historic Preservation Review Board, Mayor's Agent for Historic Preservation, or National Capital Planning Commission. <b>Once applied, this exemption is only available for 12 months.</b>	A copy of your filed application for a hearing with that particular board.	
6.	The property is owned by the District of Columbia.	Copy of supporting documents such as a Deed.	

### E. CERTIFICATION

I, the undersigned owner or agent, certify that I have read all information on this application. The information I have provided on this form is complete and accurate. If I am not the owner, I certify that I have the authority from the owner to make such certification and decisions about the above Vacant Property.  
**I understand that filing a false statement on this form may subject me to further penalties.**

Signature	Date
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### F. SPECIAL EXEMPTION OR APPEAL

Special Exemption from DCRA director – provide supporting documentation and check box to the right	
Appeal – if appealing an <b>exemption denial</b> , please check the box to the right	
Signature	Date

